

CAREER PORTFOLIO INTERVIEW ASSESSMENT FORM

STUDENT: _____

GRADE: _____

SCHOOL: _____

	Needs Work	Satisfactory	Proficient	Exemplary
Organization Skills				
1. The student is well prepared and organized.				
2. The portfolio is organized, professional looking and visually attractive.				
3. The portfolio contains a variety of components e.g. resume, cover letter, references, transcripts, evidence of best work, demonstration of skills, etc.				
4. The student readily locates portfolio items to support answers to questions.				
Presentation Skills The student:				
1. speaks clearly, and maintains eye contact and a positive body image.				
2. is appropriately dressed.				
3. shows enthusiasm and a sense of accomplishment.				
4. positions the portfolio so it is visible to all panel members.				
Communication Skills * The student:				
1. provides the panel with a carefully thought out summary of personal highlights in the introductory comments.				
2. provides comprehensive answers to questions from the panel by skillfully referring to specific portfolio entries.				
3. is able to clearly demonstrate a wide range of skills throughout the interview including, for example, personal management, problem-solving, leadership, teamwork, communication, and academic skills.				
Overall Assessment of Interview				

*Note to teacher: If you wish to assess this activity with a numerical value, you may assign a value to each descriptor. Since the Communication Skills section assesses the core objectives of the portfolio interview, these skills should be weighted double the numerical value of the Organization and Presentation skills.

Comments:

Signature of Panel Member

